

FAMILY TRAINING AND PREPARATION (TF1, TFA)

General Description:

Family Training and Preparation Services (TFA) can include training families in areas such as parenting, skill training for daily living or social-leisure-recreation, collaborating with school and others to promote consistency, designing support strategies, building physical stamina and strength, nutrition, and communication. Services billed under this code are intended primarily to help families participating in the Self-Administered Services method with the acquisition of skills necessary to function effectively as employers of their self-administered supports. This includes training in the skills necessary to recruit and select employees, the legal requirements of hiring and retaining employees, methods of employee supervision, and the requirements and techniques of discharging employees. The services are intended to supplement, when necessary, the basic instruction and training offered to persons utilizing Financial Management Services (FMS) by their FMS provider. Training is provided intermittently on a consulting basis and shall not be duplicative to those services provided in school.

TFA can be provided in or out of the person's home. These supports may include providing instructions, supervision and training to the family/care giver/person in all areas of daily living. The activities will not consist solely of supervision, companionship or observation of the individual during leisure and other community events. The supports may also include other activities that are identified in the person's Individual Support Plan's Action Plan (ISP/AP) as necessary for continued skill development. The Contractor will ensure health and safety supports as well as other supports that lead to the desired outcome or goal of the person.

Persons are excluded from receiving the following waiver services while receiving funding for TFA:

RHS, RHI, HHS, and PPS.

TFA is available for persons participating in the Self-Administered Services (SAS) method only. However, TFA services are provided by the Contractor operating under an agency-based method.

Population Served:

The Contractor will serve persons currently receiving services from DHS/DSPD with mental retardation and related conditions (MR.RC) as defined in Utah Administrative Code R539-1.

Contractor's Qualifications:

Contractor shall have all applicable licenses as prescribed in Utah Administrative Code R501 to operate and provide the particular type of services being offered and comply with insurance requirements and any local ordinances or permits. A non-licensed Contractor shall be certified by DHS/DSPD as an authorized provider of services to persons with disabilities in accordance with Utah Code § 62A-5-103.

Contractor shall be enrolled as an approved Medicaid Provider with the Utah Department of Health and agree to allow DHS/DSPD to bill Medicaid on its behalf for covered Medicaid services included in the rate paid by DHS/DSPD to the Contractor. Contractor shall also agree to participate in any DHS/DSPD provided Medicaid training.

Contractor's Staff Qualifications:

All staff shall demonstrate competency (in the services covered by the contract), as determined by the Contractor. In addition all applicable education and training shall be completed before the delivery of any supports to persons and performing any work for persons without supervision.

The Contractor shall ensure that family training and preparation staff are trained in the Staff Training Requirements as outlined in applicable Home and Community Based Waiver, rule, statute, and contract.

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<http://rules.utah.gov/publicat/code/r501/r501-14.htm>

All staff providing this service must be at least 18 years of age.

Direct Service Requirements:

A. **Person-Centered Planning:** Contractor's staff shall participate in and comply with the requirements of the DHS/DSPD Person-Centered Planning Process in providing services.

1. Contractor is responsible for implementing their applicable portion of the ISP/AP. The ISP document may include the following separate documents: Action Plan, Support Strategies, including Behavior Support Plan, Psychotropic Med Plan, Staff Instruction sheet, data collection and/or Task Analysis sheet.
2. Once the ISP/AP has been developed, the Contractor must orient the person to that portion of the plan that pertains to them and ensure the person is involved in its implementation.
3. The Contractor shall develop Support Strategies for the person. Contractor shall submit Support Strategies and Monthly Summaries to DHS/DSPD.
4. In the case of services that are offered on a recurring basis, the Contractor, as a member of the person's Team, is required to meet at least annually (within 12 months of the last Person Centered Process meeting) to review the person's service/support requirements and to make adjustments as necessary based on the person's needs. However, it may meet more often as determined by the person or other members of the team.

B. **Health and Safety Requirements**

Contractor shall assure that persons receive training in ways to seek and obtain routine and acute medical, dental, psychiatric, or other health-related services, as outlined in the ISP.

Contractor's staff shall assure persons receive training and assistance to:

- a. Safely follow physician orders;
- b. Know what prescribed medication is for, if the medication is the right dose, if the medication is taken properly, and know if the medication is taken according to the schedule prescribed by the person's physician; and,
- c. Document the frequency, dosage, and type of medication taken.

Contractor shall notify the Support Coordinator and Representative within 24 hours of the person developing any apparent medical need.

Contractor staff shall assure persons receive training and assistance to:

- a. Identify primary health care practitioners; and
- b. Obtain dental and physical examinations.

Limitations:

Services and supports provided through the Family Assistance and Support category are intended to accomplish a clearly defined outcome that is outlined in the ISP, including the expected duration of the activity and the measures to be used to gauge progress. The activities will not consist solely of supervision, companionship or observation of the individual during leisure and other community events. Family Training and Preparation services are not available to foster families. This service is not available to children in the custody of the State of Utah DHS, Division of Child and Family Services.

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Staff Support:

TFA does not include 24-hour direct care staff support. Actual type, frequency and duration of direct care staff support will be defined in the person's ISP/AP based on the person's selected housing arrangement and assessed needs.